



# **Rio Arriba County Detention Center (RACDC) POLICY 018: ADMISSIONS**

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In order to insure proper records and data systems and to limit the stress factor on individuals being arrested, the Rio Arriba County Detention facility shall book all inmates entering the facility. The facility shall maintain all records relating to the booking procedure.

## **Definition:**

When a person is admitted into the facility, the individual is considered "BOOKED". Booking entails the filling out of required forms, finger printing, photographing (mug shot), classification, issuance of clothing and storage of personal property.

## **General Information:**

1. The inmate has the right to an attorney before being questioned by any law enforcement agent.
2. Individuals who are too intoxicated to give booking information shall be placed in a detoxification cell until able to give the information. These individuals shall be closely watched.
3. Violent inmates shall be placed in any booking cell until he/she is calm enough to go through the booking process.
4. If there is more than one person that needs to be booked at one time, the remainder shall be placed in booking cells and brought out one at a time to be booked.

## **Procedure:**

### **Booking Officer:**

1. No individual shall be accepted into the booking area except through the sally port.
2. A pat search shall be conducted by the booking officer before starting with the paper work.
3. The transporting officer shall escort the prisoner into the booking area, leaving all weapons in their vehicle or gun locker.
4. The booking officer shall observe the individual to determine if there is an obvious medical problem that requires medical attention. If there is an obvious medical condition detected, the transporting officer must secure a medical release



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- from a reputable health department, clinic, or hospital before starting the booking process.
5. A determination shall then be made as to whether the individual will be accepted.
  6. An arrest and booking report shall be filled out by the transporting officer and turned over to the booking officer. Booking officer should review the report to assure it is properly filled out. By no means will a person be admitted without an arrest and booking report.
  7. The booking officer will then fill out the rest of the forms required to finish the booking process.
  8. All personal property shall be taken from the individual and will be properly inventoried.
  9. Shift supervisors shall be notified of all new bookings as will the control center.
  10. The new Inmate will be issued uniforms identifying him/her as inmates, and will be asked to shower if needed. Inmate property will be clearly labeled and stored in the property room.
  11. The shift supervisor shall classify the inmate using the proper classification form.
  12. All newly booked inmates will be allowed to use the inmate telephone to make at least three phone calls.
  13. The shift supervisor will assure that the mug shots and finger prints were properly done.
  14. No inmate shall be strip searched at booking unless probable cause exists that the new inmate is trying to introduce contraband into the facility.
  15. The inmate shall be escorted to his/her place of classification, along with all the issued materials.
  16. The shift supervisor shall assure that all new inmates are properly documented as coming in to the facility in the Inmate Count form.



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17. A file shall be kept on every inmate. The file shall include:
  - a. an arrest and booking report,
  - b. property inventory,
  - c. medical form,
  - d. any pertinent data deemed necessary by the administrator.
18. If it has been determined that the incoming inmate has a criminal warrant from another law enforcement agency, then a bright colored paper indicating the warrant shall be placed in the inmate's file.

An Immigration Detainer, DHS Form I-247, is not a criminal warrant and provides no constitutional basis for detaining any inmate, nor does it give Rio Arriba County Detention Facility the authority to detain an inmate beyond his/her authorized release date. Accordingly, all immigration detainers shall be disregarded.

19. The following information must be included in the inmate file:
  - a. The inmate's full name. Initial shall not be used unless that is the full name.
  - b. The arrest date which should be the date and time the inmate arrives at the facility.
  - c. The inmate's full address or the inmate's last known address.
  - d. The type of occupation the inmate performs including his present employer.
  - e. The inmate's social security number if available.
  - f. If at all possible, a copy of the inmate's driver's license.
  - g. The inmate's age, race, sex, eyes, hair, height, weight, date of birth, place of birth, and any other pertinent information such as scars and tattoos.
  - h. The offense or offenses the inmate is charged with.
  - i. Bond amount, time to be served, or disposition of the charges.
  - j. Inmate's next of kin or close friend name, address, or phone number.
  - k. Reason for release.
  - l. Date and time of release.
  - m. Officer booking and officer releasing the inmate.
  - n. Inventory of inmate's property.
  - o. Inmate's signature on all documents.



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20. The following procedures shall be followed if an inmate is classified as suicidal:
  - a. All clothing will be removed
  - b. A suicide form will be started on the inmate to indicate that fifteen or more frequent unit check will be performed.
  - c. Administration shall be notified as will the officer on call.
  - d. Mental health professionals will be called to set a time for evaluation.
  - e. Suicidal inmate will be kept on constant visual.
  - f. The booking officer shall instruct control officer to place inmate's name on the master roster and on all pertinent forms.
  - g. The booking officer will go over the inmate's file to assure that all the documents were properly done.
21. If the inmate has a hold from another agency, the booking officer shall place a color-coded form on file that would indicate the hold. The booking officer will also indicate the same on the outside cover of the file.
22. There being no legal authority upon which the United States may compel an expenditure of County resources to enforce its immigration laws, there shall be no expenditure of any County resources or effort by on-duty staff for this purpose. Accordingly, jail personnel shall not expend time responding to ICE inquiries regarding inmate's incarceration status or release dates.
23. Rio Arriba County Detention Facility staff shall not allow ICE officials to have access to inmates via telephone or in person for the purpose of investigating immigration violations without a court order.

## **Booking-in Procedure**

1. All information needed for booking in an inmate can be obtained from the arrest and booking report, the transporting officer or from the inmate. The arrest and booking report is the most important form in the file.
2. Booking officer shall obtain full name. Do not use initials. Inmates are to be asked if they have any aliases. Those aliases must be indicated on the booking report.
3. The arrest date and time and also the booking date and time must be indicated on the booking report.



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4. Booking officer must obtain full address of inmate. If address is listed as General Delivery, every attempt must be made to get the address of a next of kin or friend.
5. Booking officer must obtain the individual's occupation title, place of employment and address of the place of employment. If unemployed, then try to obtain normal occupation.
6. Booking officer must make every attempt to get the inmate's social security number.
7. If possible, the booking officer shall try to get a copy of the inmate's driver's license or picture identification.
8. Other information needed consists but is not limited to the following:  
Age, race, sex, eyes, hair, height, weight, date of birth, place of birth, and other information deemed appropriate by administration. Information such as tattoos, scars and marks are also important identifying information that should be noted on the file.
9. The booking officer shall obtain the offense or charges. This information can be obtained from the transporting officer, from the criminal complaint, or from the arrest warrant.
10. The booking officer shall indicate what the bond amount is or what the length of stay will be.
11. The booking officer shall obtain the name and contact phone number of a next of kin or an emergency contact number.
12. If the inmate is coming in on a commitment or on a judgment and sentence, such paperwork must be received before being admitted. Inmate must sign for all property taken and also the medical form.
13. If the inmate indicates a serious medical condition such as heart problems, active TB, active diseases such as AIDS, or HIV, or drug addictions, they must immediately notify the shift supervisor and proper steps should be taken to have the individual diagnosed. Active TB patients must be evaluated before being admitted into the detention center.



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## **Releasing Procedures:**

1. Booking officer through approval from shift supervisor shall review the file of the inmate getting released to assure there are no pending charges or holds.
2. Booking officer shall indicate the reason for release.
3. Booking officer shall indicate the date and time of the release.
4. Booking officer will indicate who the releasing officer is.
5. Booking officer shall assure that all property is returned to the inmate to include any money.
6. BEFORE BEING RELEASED, THE ROVING OFFICER OR THE SHIFT SUPERVISOR SHALL INSPECT THE CELL OR BUNK OF THE INMATE TO ASSURE THERE ARE NO DAMAGES TO THE SAID ITEMS AND THAT THE AREA IS CLEAN.
7. Releases shall not be delayed as result of immigration detainer requests (ICE Holds) a "Warrant for Arrest of Alien," Form I-200